**COMP718 InfoSec Policy Tutorial**

**TASK A**

Refer to Table 4-1,.p.179 in the course textbook and answer the questions below in relation to AUT’s Privacy Policy ( <https://www.aut.ac.nz/__data/assets/pdf_file/0008/143279/Privacy-Policy.pdf> )

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| **Question** | **Answer** |
| 1. **Is AUT’s privacy policy an EISP policy?** Explain why this policy can be considered as an example of an EISP policy**.** | **Yes:**   1. **Purpose: AUT’s privacy policy has include the core ideas of an EISP policy:**  * **Specify the various categories of information security** * **Identify the information security responsibilities and roles** * **Identify appropriate levels of security through standards and guidelines** |
| 1. **identify three ELEMENTS of the AUT’s Privacy Policy.** Describe them, in your own words. *Note*: **.** For examples of elements, check Table 4-2. 2. **Are there any elements that are not** listed in Table 4-2? | 1. Use of information: Aut use, disclosure, and access of Personal information  2. Information handling , access, and usage: Aut will appoint privacy for staff and student, deal with request for access.  **3.** |
| 1. **NEED : Is it made clear why the policy is needed? E***xplain, , in your own words***.** *Hint: Find out what Privacy Principle 6 section 1b is about* | The policy is needed to ensure compliance with the Privacy Act 2020, protect individual privacy, and maintain a structured approach to handling personal information at AUT. It provides guidelines for responsible data management and ensures that privacy rights are respected within the university. An individual is entitled to receive from an agency upon request access to their personal information. |
| 1. **Are ROLES AND RESPONSIBILITIES outlined in this policy?** Explain**.** | Yes, roles and responsibilities are outlined in the policy. The policy specifies that Privacy Officers will be appointed for both staff and students. These officers are responsible for the university's compliance with the Privacy Act 2020 principles and handling requests for access to personal information. |
| 1. **Are REFERENCES provided?** Explain | Privacy Act 2020 |

**TASK B**

A student has asked their lecturer at AUT to provide them (the student) with their personal information as recorded in the student record system (Arion). The student thinks that their permanent address was wrongly recorded, and they want to verify that and, if needed, the student will request to have their permanent address corrected. The lecturer is familiar with AUT’s personal information procedures (these can be found at <https://www.aut.ac.nz/privacy/privacy-policy>).

*Questions:*  should the lecturer show the student their personal information as recorded in ARION? Are there any conditions or circumstances to consider around this? Should the lecturer change the permanent address? *Provide advice to the lecturer on these three questions, from your position as an InfoSec consultant, and explain the rationale behind your advice.*

***-*  Should the lecturer show the student their personal information as recorded in ARION?**

* Yes, the lecturer should assist the student in accessing their personal information. Based on the Personal Information Procedures: If such a request is made then the University will provide the person making the request with access to that information, either by providing a copy or allowing viewing of the Personal Information, within a reasonable time.

- **Are there any conditions or circumstances to consider around this?**

* **While the student has the right to access their personal information, the lecturer should be aware of any privacy or security protocols that must be followed. For instance, the information should not be shared in a public or insecure setting. The lecturer should ensure that the request is legitimate, and that the student is indeed the person they claim to be before facilitating access.**

**- Should the lecturer change the permanent address?**

* *No, the lecturer should guide student to follow the proper channels, then they should inform the student of the process to request corrections to personal information.*

**TASK C**

Consider the Data Governance Policy of the University of Auckland (found at <https://www.auckland.ac.nz/en/about-us/about-the-university/policy-hub/enabling-environment/digital/data-governance-analytics/data-governance-policy.html> ) and answer the questions below.

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| **Question** | **Answer** |
| 1. **Is this policy an ISSP policy>** Explain why this policy can be considered as an example of an ISSP policy | -This policy can be considered an Information Security Standard Policy (ISSP) because it establishes standards and procedures for the management and protection of institutional data, which is a critical aspect of information security. The policy outlines the criteria and responsibilities for managing University data as a key asset, addresses data quality, and sets guidelines for data access.  - **Why this policy can be considered as an example of an ISSP policy:** This policy is an example of an ISSP because it sets standards for managing and protecting institutional data, defines access controls, ensures data quality, includes contingency planning, references legal compliance, and establishes clear roles and responsibilities for data governance and security. |
| 1. **Identify any three ELEMENTS in this policy .** Describe them in in your own words. *Note*: **.** For examples of elements, check Table 4-3; however, you may find that the policy has element(s) that are not listed in Table 4-3. | 1.Authorized Uses: This element likely covers the authorization protocols for accessing and acting on data, which directly relates to data access as defined in your message.  2. System Management: This includes managing intellectual property restrictions and other regulatory restrictions, which can be part of data governance processes.  3. Management of Stored Materials: This element may involve ensuring data quality through practices like virus protection monitoring and maintaining physical security. |